



RESORT IMPROVEMENT DISTRICT NO. 1
SHELTER COVE – HUMBOLDT COUNTY – CALIFORNIA
9126 Shelter Cove Road, Whitethorn CA 95589-9079
707-986-7447, Fax: 707-986-7435, www.sheltercove-ca.gov

EMPLOYMENT OPPORTUNITY

Resort Improvement District No.1 (RID) is now accepting applications for the **Administrative Superintendent** confidential position.

General Job Description: The Administrative Superintendent (full-time) is responsible to the General Manager for carrying out the Board's policies, promoting the goals of the RID, providing highly responsible administrative support, acting as secretary to the General Manager, and providing direct supervision of the clerical personnel.

Minimum Requirements: Possess six (6) years of increasingly responsible clerical and secretarial experience. (Equivalent job related education in secretarial/clerical courses may be substituted for maximum of two (2) years' experience.)

Must possess a valid California Driver's License.

Knowledge of the basic functions and organization of Special Districts, work experience in management or administration of a public agency, including administration of domestic water, sewer and/or electrical power distribution, HR, and grant administration is desirable.

Salary Range: \$55.09 - \$68.79 per hour depending on experience. Position includes benefits package (CalPERS retirement, healthcare coverage, life insurance, paid holidays, vacation and sick leave).

Application Deadline: Position is open until filled. Apply by **January 23rd, 2024** for first consideration. Interviews to be scheduled soon after this date.

Apply: Job application available online at www.sheltercove-ca.gov.

Mail or drop off your completed application **and** resume to RID, at 9126 Shelter Cove Road, Whitethorn, CA 95589, or email to sue@sheltercove-ca.gov

Successful candidates who receive a conditional job offer will be required to successfully pass a pre-employment drug and alcohol screening and a DMV check for a valid CA driver license.



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The RID provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

If you require a reasonable accommodation to complete the pre-employment process, including the application and/or any scheduled interview, please notify the RID office. We assure you that your opportunity for employment with this District depends solely on your qualifications.

Any questions regarding this announcement should be directed to Susan Sack
(sue@sheltercove-ca.gov) or 707-986-7447.

Posted 12/20/2023